DOCUMENT RESUME

ED 241 894 CS 007 158

AUTHOR	Kinley, Kathy
TITLE	Career Education Individualized Reading Program. Revised Edition.
INSTITUTION	Ontario-Montclair School District, Ontario, Calif.
PUB DATE	81
NOTE	82p.; Prepared at Imperial Junior High School.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052) -- Reports - Descriptive (141)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Basic Skills; *Career Awareness; *Career Education; Elementary Secondary Education; Individualized Instruction; *Individualized Reading; Junior High Schools; Performance Contracts; Program Descriptions; Reading Improvement; Reading Instruction; *Reading Programs; *Reading Skills; Resource Materials; Units of Study
IDENTIFIERS	California Demonstration Program in Reading; PF Project

ABSTRACT

A junior high level individualized instruction program designed to assist students in developing their reading skills through materials which also build career awareness is presented. Program materials are adaptable to other formats such as mini-courses or supplemental units within existing courses. Because reading levels of materials used range from grades 2 through 14 and interest level encompasses grades 5 through adult level, the program can also be modified for upper elementary and high school use. Program information is contained in four sections. A skills chart demonstrates the coordination of reading skills with career objectives. Reproductions of the 7th and 8th grade master student contracts detail the lessons assigned to the student, the possible points per lesson, and the skills measured. The bulk of the guide consists of a career materials section which briefly describes each of the approximately 50 resources used in the program. In addition to materials description, the recommended reading level, student activities, possible adaptations, and publisher information are provided. A final section lists career awareness objectives and outlines a key to match these objectives with resource materials listed earlier. (LP)

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CALIFORNIA DEMONSTRATION PROGRAM IN READING

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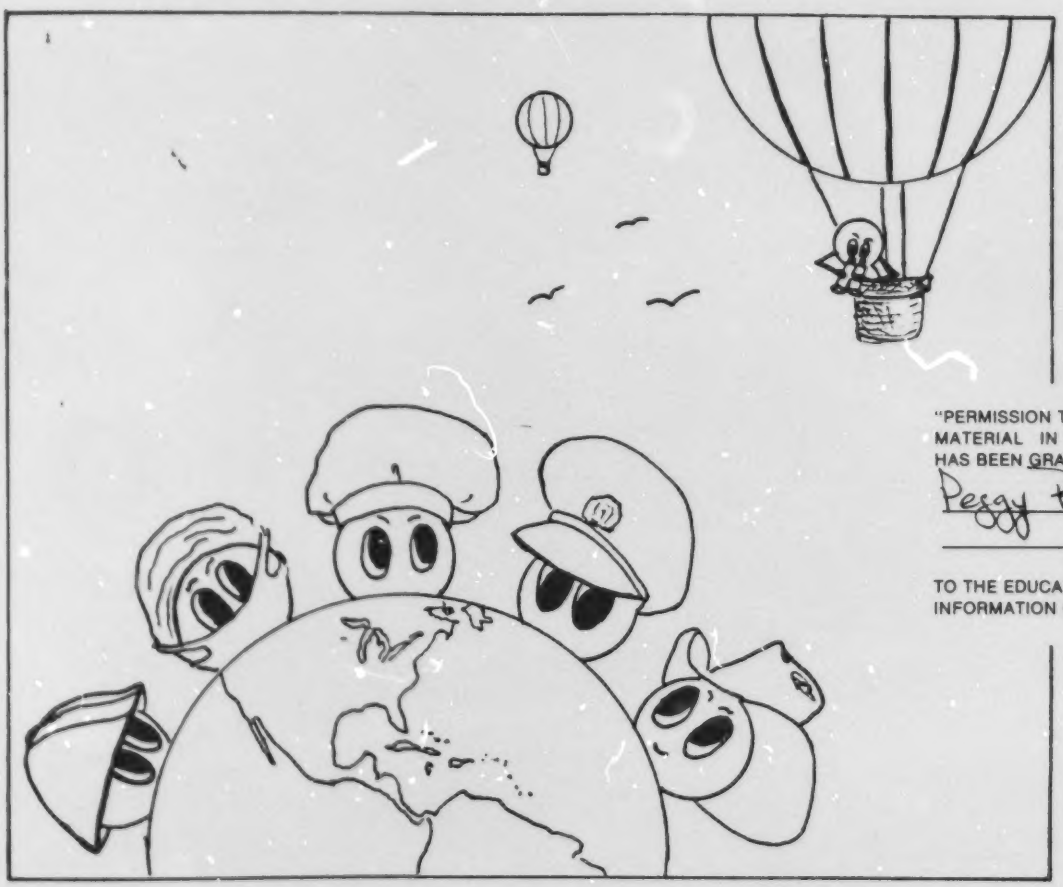
CAREER EDUCATION INDIVIDUALIZED READING PROGRAM



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CS 007 158

Imperial Junior High School
Ontario-Montclair School District
Ontario, California

Revised 1981

IMPERIAL JUNIOR HIGH SCHOOL
PROJECT LEADERPRINT
CALIFORNIA DEMONSTRATION PROGRAM

1981

CAREER EDUCATION

INDIVIDUALIZED READING PROGRAM

Adapted from
the Text as Prepared by

Kathy Kinley
Imperial Junior High School
and
The Career Education Office
1977

Revised by

Kathy Kinley
1981

This work was developed under state-administered grants of Federal ESEA, Title IV-C, and California's Demonstration Programs in Reading and Mathematics under Assembly and Senate Bill 420, with funds from the California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. However, the content does not necessarily reflect the position or policy of that department or of the U. S. Department of Health, Education, and Welfare; and no official endorsement of this work should be inferred.

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With the current focus on the development of basic skills, there is often resistance to adding components such as career education to the curriculum. However, student acquisition of basic skills may actually be enhanced by having them explore the real world through career education. This Career Education Individualized Reading Program is designed to assist students in developing their reading skills through materials which also build their career awareness and help them explore future employment opportunities. A side benefit of the use of career materials to teach reading is that the materials themselves stress the need for education and training and thus motivate the students to acquire additional skills in preparation for chosen careers.

The setting in which this program has been used is the California Demonstration Program in Reading at Imperial Junior High School, Ontario, California. Seventh and eighth grade students of all reading levels are assigned to the reading center one period a day for alternate four to five week sessions. Each session students are given individualized contracts to complete with assignments which develop reading skills through literature, science, social studies, and career education. Copies of these contracts, a description of career materials, and suggested learning activities have been included.

However, the concept of developing reading skills through career exploration and the materials to assist this process can be used in any program of reading instruction. This unit could be used as a mini-course. It could be infused into an existing English or social studies curriculum. It could be taught as a supplemental unit in any self-contained departmental class.

Since the reading levels of the materials listed are grades 2 to 14 and the interest levels encompass grades 5 to adult, this program could be used or modified for upper elementary or high school as well as junior high.

There is a progression used in assigning the career materials which is followed at every reading level. The first year's contract (listed here as 7th grade) encourages students to explore their awareness of themselves, their interests, and abilities. They are also encouraged to develop a sense of community and community interrelationships. The second year's contract (listed here as 8th grade) asks students to become aware of specific jobs and their relationships to each other. Students then go on to explore specific jobs which are suited to their interests and abilities. They become aware of the education necessary for a specific job, and, consequently understand the need to do career planning.

The chart on page -xiii- gives a more specific list of the career objectives which may be met in part by the reading program.

Students are also encouraged to develop their writing and researching skills while exploring employment opportunities.

Please see the Project MATCH Awareness Unit for ideas on how writing skills are developed through career education or contact the MATCH office to arrange for a workshop or school visit.

For more education about the reading program, please contact or visit the California Demonstration Program in Reading at Imperial Junior High School for ideas on how career education can diversify the curriculum while building basic skills.

KATHY KINLEY
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PROJECT LEADERPRINT
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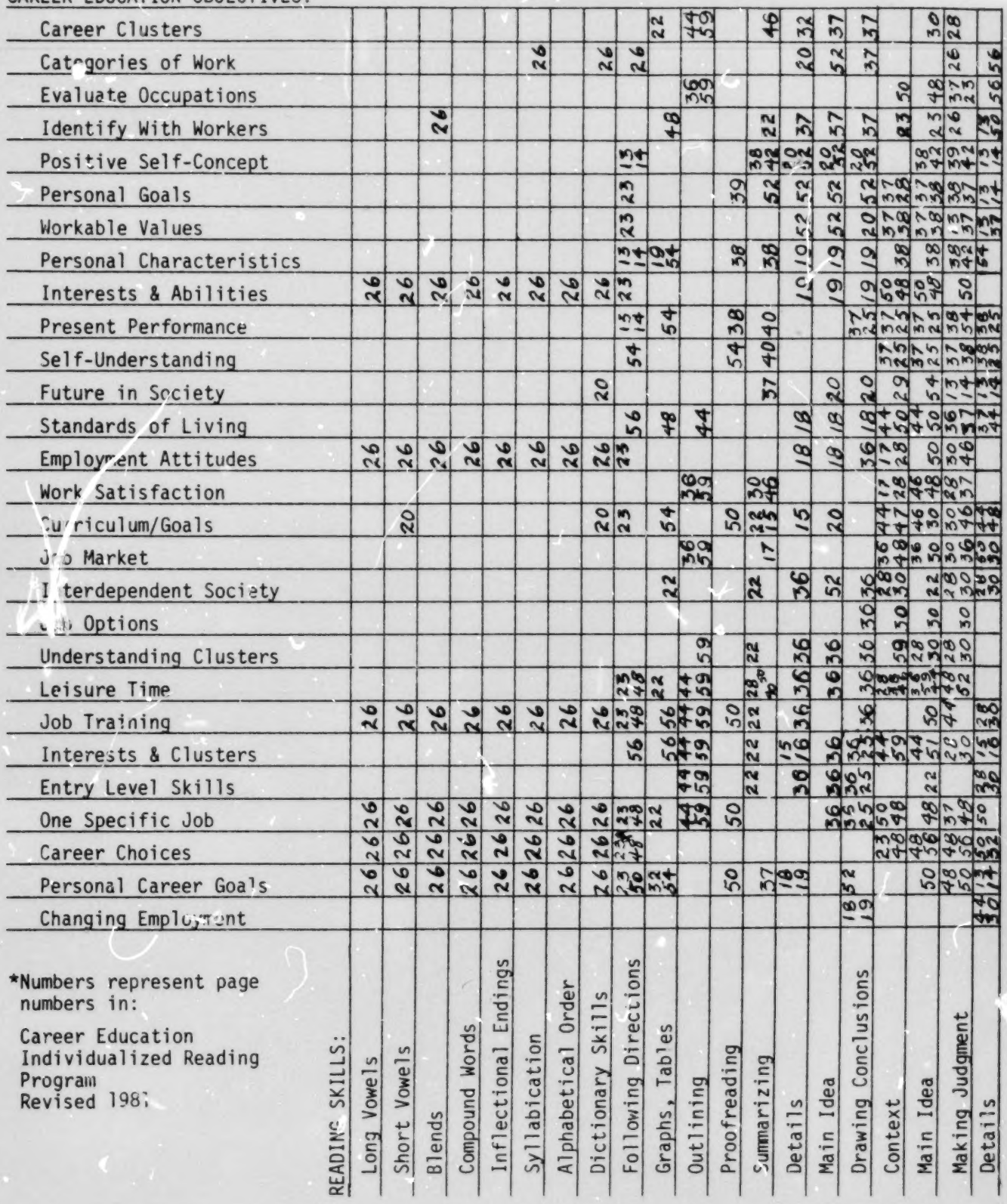
ONTARIO, CALIFORNIA

SKILLS CHART

The chart on the following page shows the coordination of reading skills with career objectives. The numbers in the boxes are the page numbers in this booklet which describe the materials that can be used to develop both career objectives and reading skills. For a more complete description of the career objectives, see the Project Match Skills Continuum.



*Numbers represent page numbers in:

Career Education Individualized Reading Program
Revised 1987

C O N T R A C T S

The following two contracts are the master contracts used when assigning materials to students. Each student is given a contract written at his/her reading level. The numbers 1-14 above the line "Completed Lessons" represent the grade levels of reading materials. The suggested reading level for all materials are given in the columns.

The average time given a student to complete a contract is 20-25 days. Each student is expected to earn ten points a day. The number of points for each assignment is listed. Students are usually assigned no more than four lessons in the same material at the same level per contract.

The lessons are recorded as they are completed and the points recorded each day. The contract is completed when the required points have been earned in the required time and a book report is given.

These contracts may, of course, be adapted to other materials, time allotments, and evaluation systems.

Contract Number 1 - 2 - 3 - 4 - 5 - 6

IMPERIAL JUNIOR HIGH READING CENTER
SEVENTH GRADE CONTRACT

Student Name _____ Teacher Name _____

Period _____ Session _____

Number Per Contract	Instructional Materials		Points Per Lesson	Completed Lessons										
				2	3	4	5	6	7	8	9	10	11	12
	AUDIO:													
	Listen & Think, C-D-DA-E		5			C	D	DA	F					
	Sports		5	✓	✓	✓								
	Clue, 1-2-3-4-5		5	1	2	3	4	5	5					
	Super Think		5				✓	✓	✓					
	Maps		10			✓	✓	✓						
	Guidebook to Better Reading		10											
	WORD ATTACK:													
	Audio Reading Progress, 7-8		10				7	7	7	8	8	8		
	Reach		10	✓	✓	✓								
	Missing Vowels	3 for	5									✓	✓	✓
	VOCABULARY:													
	Wordcraft, 1A-1B-1C-2D-2E-3F-3G		10			1A	1B	1C	2D	2E	3F	3G		
	3-Star, 4-5-6 (Start on Pg.)		10			✓	✓	✓						
	3-Star, 7-8-9 (Start on Pg.)		10						✓	✓	✓			
	Vocabu-lit		15						✓	✓	✓			
	Vocabulab		10						✓	✓	✓	✓	✓	✓
	Skillbooster, D-E-F	20 Ans.	5			D	E	F						
	Words, Words		5					✓	✓	✓				
	World of Vocabulary, A-1-2-3-4		10	A	A	1	2	3	4					
	STUDY SKILLS:													
	Reference, DDD-EEE-FFF-GGG-HHH-III	2 for	15			DDD	EEE	FFF	GGG	HHH	III			
	Social Studies, DD-EE-FF-GG-HH-II	2 for	15			DD	EE	FF	GG	HH	II			
	Science, D-E-F-G-H-I	2 for	15			D	E	F	G	H	I			
	Using Maps, Charts & Graphs		5			C	D	E	F					
	Test Taking Techniques		10								✓	✓	✓	✓
	Listening & Notemaking Skills		10								✓	✓	✓	✓
	COMPREHENSION RATE:													
	Controlled Reader,													
	Mat., B-C-D-E-F-G-H-I		10	B	C	D	E	F	G	H	I			
	Dev., B-C-D-E-F-G-H-I-J-K-L-M		10	B	C	D	E	F	G	H	I	J	K	LM
	O.R.A., I-II-III		10						1	1	2	3		
	Developing Reading Efficiency,													
	Series III-IV-V-VI-VII-VIII		5			3	3	4	4	5	5/6	6/7	7/8	8

7th

Number Per Contract	Instructional Materials	Points Per Lesson	Completed Lessons										
	COMPREHENSION:		2	3	4	5	6	7	8	9	10	11	12
	Specific Skills		AB	C	D	D	E	F	G	H	I	J	K L
	Detecting Sequence - 10 units	5											
	Drawing Conclusions - 3 units	5											
	Following Directions - 5 units	5											
	Getting The Facts - 2 units	5											
	Getting The Main Idea - 3 units	5											
	Locating The Answer - 2 units	5											
	Using The Context - 1 unit	5											
	Working With Sounds - 2 units	5											
	R.F.U. 2-3-General, # 2 for	5		1	4	10	14	19	27	35	43	49	64
	Action Unit, 1-2-3	5	✓	✓	✓								
	Double Action Unit, 1-2	10		✓	✓								
	Reader's Digest, 1-2-3	5						1	2	3			
	Real Stories	5	A	A-B	B-1	1-2	2						
	Go Series, AA-BA-CA-DA-EA-FA	10	[illegible]	CA	DA	EA	FA						
	Magnificent Myths	5					✓	✓	✓	✓			
	McCall Crabbs, A-B-C-D-E 2 for	5	A	A	B	C	C	D	E	E			
	S.R.A. Power Builder, 3a-4a	10											
	S.R.A. Rate, 3a-4a 2 for	5											
	We Are Black	5		1	2	3	4	5	6				
	Adventures In Flight	5					✓	✓	✓	✓			
	Adventures In Mystery	5					✓	✓	✓	✓			
	Adventures In Science Fiction	5					✓	✓	✓	✓			
	Tales From Shakespeare	5					✓	✓	✓	✓			
	Tales Of King Arthur	5					✓	✓	✓	✓			
	Tales Of Robin Hood	5					✓	✓	✓	✓			
	Independent Reading Skills A	10/20						✓	✓	✓	✓		
	Reader's Digest Top Picks	5				5.5	✓	✓	✓				
	Reading Skill Cards, A-B-C-D-E-F-G 2 for	5	A	B	C	D	E	F	G	H			
	Legends For Everyone	5					✓	✓	✓	✓			
	Stranger Than Fiction	5	✓	✓									
	Spotlight On Literature, 1-2-3-4-5-6	5			1/3	2/3	3/4	4/5	5	6			
	Star Wars												
	Comprehension, 1-2	10			✓	✓	✓						
	Study Skills	10			✓	✓	✓						
	Word Study	10			✓	✓	✓						

7th

Number Per Contract	Instructional Materials	Points Per Lesson	Completed Lessons											
	CAREER EDUCATION:													
	Self Awareness:		2	3	4	5	6	7	8	9	10	11	12	
	All About You, Record Sheet 1	10					✓	✓	✓	✓				
	S.R.A. Guidance Series	10							✓	✓	✓	✓	✓	
	Career Awareness:													
	Education: Who Needs It?	5	✓	✓	✓									
	Scott Career Awareness													
	Satisfying Basic Needs	5			✓	✓	✓							
	Work & The Family	5			✓	✓	✓							
	The Community	5			✓	✓	✓							
	The Value Of Things	5			✓	✓	✓							
	Rich & Poor	5			✓	✓	✓							
	Ways Of Working	5			✓	✓	✓							
	What Do You Want To Be?	5			✓	✓	✓							
	Living In The World Of Work	5			✓	✓	✓							
	This I Can Be (2 questions from Checking Progress)	5		✓	✓	✓								
	People And Me (2 questions from Checking Progress	5					✓	✓	✓					
	Introduction to Careers:													
	Keys	5	✓	✓	✓									
	Career Discoveries	10						✓	✓	✓				
	Early Career Books	10		✓	✓	✓	✓							
	I Want To Be	10			✓	✓	✓							
	MISCELLANEOUS:													
	Student Assistant													
	Tutoring													

7th

	Points	
RECREATIONAL READING: Silent Reading	5	
Oral Book Report	20	Title:
		Date Approved:

CONTRACT COMPLETION:

_____ Days _____ Skill Points

+20 Oral Book Report

_____ TOTAL POINTS

DAILY RECORD

Date	M	T	W	Th	F	Week	Total Points Accumulated	Total Days

Contract Completion Award _____

Contract Number 1 - 2 - 3 - 4 - 5 - 6

IMPERIAL JUNIOR HIGH READING CENTER
EIGHTH GRADE CONTRACT

Student Name _____ Teacher Name _____

Period _____ Session _____

Number Per Contract	Instructional Materials	Points Per Lesson	Completed Lessons										
			2	3	4	5	6	7	8	9	10	11	12
	AUDIO:												
	Listen & Think, C-D-DA-E	5			C	D	DA	E					
	Sports	5	✓	✓	✓								
	Clue, 1-2-3-4-5	5	1	2	3	4	5	5					
	Jabberwocky	10					✓	✓	✓	✓	✓	✓	✓
	Ancient Greece	10							✓	✓	✓		
	Super Think	5				✓	✓	✓					
	Library Skill Box	5							✓	✓	✓	✓	✓
	Maps	10			✓	✓	✓						
	Guidebook To Better Reading	10											
	WORD ATTACK:												
	Audio Reading Progress, 7-8	10					7	7	7	8	8	8	
	Word Squares 3 for	5								✓	✓	✓	✓
	VOCABULARY:												
	3-Star, 4-5-6 (Start on Pg.)	10			✓	✓	✓						
	3-Star, 7-8-9 (Start on Pg.)	10						✓	✓	✓			
	4-Star, A-B-C-D (Start on Pg.)	10								✓	✓	✓	✓
	Vocabu-lit	15						✓	✓	✓			
	Word-Pak	20									✓	✓	✓
	Vocabulab	10						✓	✓	✓	✓	✓	✓
	Skillbooster D - Building Life Skills	10			✓	✓	✓	✓					
	Words, Words	5			✓	✓	✓	✓	✓				
	World of Vocabulary, A-1-2-3-4	10	A	A	1	2	3	4					
	STUDY SKILLS:												
	Reference, DDD-EEE-FFF-GGG-HHH-III 2 for	15			DDD	EEE	FFF	GGG	HHH	III			
	Social Studies, DD-EE-FF-GG-HH-II 2 for	15			DD	EE	FF	GG	HH	II			
	Science, D-E-F-G-H-I 2 for	15			D	E	F	G	H	I			
	Using Maps, Charts & Graphs	5			✓	✓	✓	✓	✓				
	Test Taking Techniques	10								✓	✓	✓	✓
	Listening & Notemaking Skills	10								✓	✓	✓	✓
	COMPREHENSION RATE:												
	Controlled Reader,												
	Mat., B-C-D-E-F-G-H-I	10	B	C	D	E	F	G	H	I			
	Dev., B-C-D-E-F-G-H-I-J-K-L-M	10	B	C	D	E	F	G	H	I	J	K	
	O.R.A., I-II-III	10						1		2	3		
	Developing Reading Efficiency,												
	Series III-IV-V-VI-VII-VIII	5				3	3	4	4	5	5/6	6/7	7/8

Number Per Contract	Instructional Materials	Points Per Lesson	Completed Lessons
	COMPREHENSION:		2 3 4 5 6 7 8 9 10 11 12
	Specific Skills	5	A B C D D E F G H I J K L
	Detecting Sequence - 10 units	5	(((((((((((
	Drawing Conclusions - 3 units	5	(((((((((((
	Following Directions - 5 units	5	(((((((((((
	Getting The Facts - 2 units	5	(((((((((((
	Getting The Main Idea - 3 units	5	(((((((((((
	Locating The Answer - 2 units	5	(((((((((((
	Using The Context - 1 unit	5	(((((((((((
	Working With Sounds - 2 units	5	A B C D E F
	Multiple Skills - Midway units	5	(((((ADV 1-4 — →
	Reading Ads units	5	1-13 →
	Reading Homonyms units	5	1-4 →
	Reading Schedules units	5	1-3 →
	Syllabication units	5	→
	Table Of Contents units	5	→
	Understanding Questions units	5	→
	Using An Index units	5	BA SIX INTO R XA DV >
	Word Relationships units	5	1 4 10 14 19 27 35 43 49 64
	R.F.U. 2-3-General, # 2 for	5	1 2 3
	Action Unit, 1-2-3	5	1 2
	Double Action Unit, 1-2	10	1 2 3
	Reader's Digest, 1-2-3	5	A AB B-1 1-2 2
	Real Stories	5	AA CA DA EA FA
	Go Series, AA-BA-CA-DA-EA-FA	10	✓ ✓ ✓ ✓
	Magnificent Myths	5	A A B C C D E E
	McCall Crabbs, A-B-C-D-E 2 for	5	✓ ✓ ✓ ✓
	Native Voices	10	
	S.R.A. Power Builder, 3a-4a SEE CHART BELOW	10	
	S.R.A. Rate, 3a-4a 2 for	5	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Awareness Read Along	10	✓ ✓ ✓ ✓
	History of America	20	1 2 3 4 5 6
	How America Began	5	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Independent Reading Skills B	10/20	✓ ✓ ✓ ✓
	Insights About America	5	✓ ✓ ✓ ✓
	Reader's Digest Top Picks	5	✓ ✓ ✓ ✓ ✓ ✓
	Myths & Folktales	5	½ ¾ ¾ ⅘ ⅚ ⅚
	Spotlight On Literature, 1-2-3-4-5-6	5	
	Star Wars		45 ✓ ✓ ✓
	Comprehension, 1-2	10	45 ✓ ✓ ✓
	Study Skills	10	45 ✓ ✓ ✓
	Word Study	10	OLIVE BROWN PURPLE
	Topics For The Restless	15	
	Scope Reading Skills		✓ ✓
	Chillers And Thrillers	5	✓ ✓
	Fantastic Facts 2 for	5	✓ ✓ ✓
	Driving	5	✓ ✓ ✓
	Sprint	5	A B C D E F G
	Reading Skill Cards, A-B-C-D-E-F-G 2 for	5	

SRA 3A					SRA 4A			
3.5	BLUE	7.0	GOLD		8.0	ORANGE	12.0	TAN
4.0	PURPLE	8.0	BROWN		9.0	OLIVE	13.0	AQUA
4.5	VIOLET	9.0	TAN		10.0	BLUE	14.0	PURPLE
5.0	ROSE	10.0	LIME		11.0	RED		
6.0	ORANGE	11.0	GREEN					

Number Per Contract	Instructional Materials	Points Per Lesson	Completed Lessons
	CAREER EDUCATION:		
	Specific Job Study:		2 3 4 5 6 7 8 9 10 11 12
	Dimensions	5	½ 3 4 5 6 7 8
	Careers Reading, A-B-C	10	A B C
	Widening Occupational Roles	10	✓ ✓ ✓
	S.R.A. Occupational Brief	10	✓ ✓
	Occupational Exploration Kit	10	✓ ✓ ✓ ✓
	Bowmar - A Direction For Tomorrow	10	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Coronet	10	✓ ✓ ✓
	Eye Gate	10	✓ ✓ ✓ ✓ ✓ ✓ ✓
	Career Opportunities	10	✓ ✓ ✓ ✓ ✓
	Career Kit	10	✓ ✓ ✓ ✓
	Careers In The Arts	10	✓ ✓ ✓ ✓ ✓ ✓
	SVE Exploring Others	10	✓ ✓ ✓ ✓ ✓ ✓
	Career Books:		
	S.R.A. Job Family	10	✓ ✓ ✓
	Jobs In	10	✓ ✓ ✓
	Career Skills:		
	Choosing & Getting A Job	5	✓ ✓ ✓ ✓
	The Job Hunt	10	✓ ✓ ✓ ✓ ✓
	Career Exploration & Planning, Chapter & Workbook Chapter	20	✓ ✓ ✓
	Activities For Succeeding In The World Of Work	5/10	✓ ✓ ✓
	Consumer & The Marketplace	5	✓ ✓ ✓ ✓
	How To Get That Job	5	✓ ✓ ✓ ✓
	MISCELLANEOUS:		
	Student Assistant		
	Tutoring		

8th

	Points	
RECREATIONAL READING: Silent Reading	5	
Oral Book Report	20	Title: Date Approved:

CONTRACT COMPLETION:

_____ Days _____ Skill Points

+20 Oral Book Report

_____ TOTAL POINTS

DAILY RECORD

Date	M	T	W	Th	F	Week	Total Points Accumulated	Total Days

Contract Completion Award _____

MATERIALS

The following is an annotated list of the materials used in the reading center or career classes.

For each of the materials there is a description, recommended reading level, and suggestions for use.

Much of the material was printed in the 1970's. Publishers can be contacted for current offerings and price lists. Also, existing materials should be surveyed to see if they can be used.

To determine which materials can be used to meet specific career objectives or to develop specific reading skills, please refer to page -xiii-.

People and Me

Description: This is an attractive class set of hardback texts on Career Education that have been specially produced for junior high school students. Each book contains twenty-nine articles, twelve stories, eleven biographical sketches, and two plays. For a complete summary of the reading skills, teaching objectives, and student activities, see Teacher's Guide, People and Me, which will help you make assignments based on individual needs and interests.

Recommended Reading Level: 6th, 7th, 8th, and 9th grades.

Point Value: 1 points per lesson. Maximum: 20 per contract.

Student Activity: Select an article, story, or sketch with teacher guidance. Read the selection. Answer two of the questions under Checking Progress.

Adaptions For Classroom: Since these books come in class sets (or less), they can be used for a variety of class or small group activities.

Publisher: Benefic Press (1975)
1900 North Narragansett
Chicago, Illinois 60639

This I Can Be

Description: This is an attractive class set of hardback texts on Career Education that have been specially produced for junior high school students. Each book contains twenty-five articles on categories of occupations, fourteen stories, ten biographical sketches, two plays, and three poems. For a complete summary of the reading skills, teaching objectives, and student activities, see Teacher's Guide, This I Can Be which will help you make assignments based on individual needs and interests.

Recommended Reading Level: 4th, 5th, 6th, and 7th grades.

Point Value: 5 points per lesson. Maximum 20 per contract.

Student Activity: Select an article, story, or sketch with teacher guidance. Read the selection. Answer two of the questions under Checking Progress.

Adaptions For Classroom: Since these books come in classroom sets (or less), they can provide resources for a variety of class or small group activities.

Publisher: Benefic Press (1975)
1900 North Narragansett
Chicago, Illinois 60639

Bowmar Series

Description: This filmstrip and cassette series deals with the following areas in career planning. The Nation's Builders, Jobs For The Now Generation, The Eye of Electronics, Cabbages To Kings and Various Things, How To Get That Job, Man Has Wings, and The Money Tree. Each filmstrip will cover: Entrance Requirements; Training Program, Career Advancement Opportunities, Finding The Job, and Salaries.

Recommended Reading Level: 5th to adult.

Point Value: 5 points

Student Activity: Select a filmstrip/cassette. Listen and watch. Select and read booklet. Complete career survey.

Adaption for Classroom: Filmstrip/cassette can be presented to entire class and followed by discussion.

Publisher: Bowmar
P. O. Box 5205
Glendale, California 91201

Careers In The Arts

Description: This is an attractive series which studies careers in the arts. In the spotlight and behind the scenes careers in the "Opera", "Dance", "Art", and "Drama", are explored. Each set consists of a filmstrip with an accompanying cassette, and a separate cassette of interviews. The separate cassette covers topics from interviews with young singers, dancers, artists, and actors.

Recommended Reading Level: 7th to adult.

Point Value: 5 points for research and overview.

Student Activity: Select a filmstrip with cassette. Listen and watch. List 10 jobs presented in filmstrip. Write a sentence description of each job.

Adaptions For Classroom: Filmstrip and cassettes can be presented to an entire class followed by discussion.

Publisher: Chevron School Broadcast
555 Market Street
San Francisco, California 94104

I Want To Be

Description: These highly illustrated, easily read books deal mainly with careers in sports such as I Want To Be a Basketball Player, I Want To Be a Tennis Player, and I Want To Be a Hockey Player, and a few other careers, such as I Want To Be a Jeweler.

Recommended Reading Level: 2nd to 4th grade.

Point Value: 10 points. May be read during silent reading.

Student Activity: Select a book. Read it carefully. Take the book to your teacher and be able to answer questions about the book.

Publisher: Children's Press (1972)
1224 West Van Buren Street
Chicago, Illinois 60607

Choosing and Getting a Job

Description: This Coronet multimedia kit consists of 8 filmstrip/cassettes. Each filmstrip contains pertinent information about acquiring a job. Teaching objectives and Filmstrip Summaries can be found in "Teacher's Guide Choosing and Getting a Job."

Recommended Reading Level: 6th and 7th grades.

Point Value: 5 points.

Student Activity: Select a filmstrip/tape. Watch/listen. List three important points presented in filmstrip.

Adaptions For Classroom: Filmstrip/cassettes can be presented to entire class and followed by discussion.

Publisher: Coronet Instructional Media (1974)
65 East South Water Street
Chicago, Illinois 60601

The Job Hunt Coronet Multimedia Kit

Description: This is an excellent set of 10 cassettes with an accompanying student response book. Each cassette deals in detail with one aspect of getting a job. See the Teacher's Guide Choosing and Getting a Job for teaching objectives and answer keys.

Recommended Reading Level: 8th, 9th, and 10th grades.

Point Value: 10 points.

Student Activity: Select a cassette. Listen to it. Complete Student Response Book section for that tape.

Publisher: Coronet Instructional Media (1974)
65 East South Water Street
Chicago, Illinois 60601

Education: Who Needs It?

Description: There are two sets of four filmstrip/cassette tapes. They are highly motivational and show students which jobs relate to which school subjects.

Recommended Reading Level: 2nd to 4th grade. NOTE: The students discussed in the material are elementary students.

Point Value: 5 points each. Limit: 2 per contract.

Student Activity: After viewing the film/tape the student should list five of the careers presented and define five of the vocabulary terms.

Answer Key: The following page contains lists of jobs in each film/tape. Definitions of the vocabulary terms will vary. For further information, check Education Who Needs It?, A User's Guide.

Adaptions For Classroom: These filmstrip/cassettes can be used by the entire class and followed by discussion.

Publisher: Counselor Films, Inc.
2100 Locust Street
Philadelphia, Pennsylvania 19103

SET 1

Education

Parents
Book Store Owner
Disc Jockey
Computer Operator
Sales
Forest Ranger
Laboratory Technician
Judge
Police Officer
Newspaper Officer
Newspaper Workers
Secretary
Dancer

Reading

Lawyer
Truck Driver
Actress
Telephone Operator
Stationmaster
Librarian

Health and P.E.

Flight Attendant
Restaurant Manager
School Nurse
Firefighters
Dance
Coach-football

Science

Veterinarian
Farmer
Pharmacist
Florist
Zoo Keeper
Doctor

SET 2

Mathematics

Pilot
Grocer
Buyer
Bank Teller
Referee
Architect

Language Arts

T. V. News Reporter
Author
Sports Reporter
Teacher
Secretary
Teletype Operator
Editor

Art and Music

Illustrator
Paint Store Manager
Sweater Designer
Songwriter
Recording Engineer
Musician

Social Studies

Mail Carrier
Politician
Police Officer
Newspaper Editor

*Career World

Description: This is an attractive magazine which deals with Career Education, and is highly valuable because it is current. Each magazine has an extensive lead article which can be readily identified by the magazine cover. There are also other stories and features.

Recommended Reading Level: 7th, 8th, 9th, and 10th grades.

Point Value: 10 points. Maximum of 20 per contract.

Student Activity: Select and read a lead article of at least ten pages. List the title of the magazine. Write a paragraph description of the article covering as many major points as possible.

Adaptions For Classroom: Lead articles can be used as resource material for research papers. Other stories and features can be used for free reading or discussion.

Publisher: Curriculum Innovations
501 Forest Avenue
Highwood, Illinois 60606

*Not listed on enclosed contract.

* Career Games Laboratory

Description: This kit consists of an explanatory filmstrip and cassette followed by a series of self-directing coded cards which guide students to information on specific careers geared to their interests, abilities, and educational goals. It also steers them away from incompatible choices. Since the main function of the Career Game is to guide students to possible career choices, it is a good introductory activity to career exploration before work with Work Briefs. -- For additional help and information, see "The Career Game - Counselor Teacher Guide."

Recommended Reading Level: 4th, 5th, and 6th grades.

Point Value: 20 points for viewing film/tape, listing numbers of cards used and completing Score Page for three jobs.

Student Activity: Play film/tape. Read instructions on Card B. Keep track of the numbers of the cards used. Fill out the Score Page.

Adaptions For Classroom: Each student with reading levels fourth grade and up may do this as an

individual activity while other students do other activities. The lower the ability of the student, the more guidance necessary.

Publisher: Educational Progress Corporation (1970)
P. O. Box 45663
Tulsa, Oklahoma 74145

* Not listed on enclosed Contract.

Eye Gate Series

Description: This series deals with three areas of community service jobs and an introduction to economics. Each set has 6 filmstrips and 3 cassettes.

Recommended Reading Level: 6th to 12th garde.

Point Value: 5 points.

Student Activity: Select a filmstrip/tape. Watch and listen. Write the name of the job. Write ten job duties (things done on this job). Would you like this job? Why? Why not?

Adaptions For Classroom: Filmstrip/cassettes can be presented to entire class and followed by discussion.

Publisher: Eye Gate Media (1974)
146-01 Archer Avenue
Jamaica, New York 11435

Careers: A Supplemental Reading Program

Description: This program is divided into three levels: A, B, and C. Job Cards are arranged in each level alphabetically. There is a four page general description of the job and a Student Activity Card with simple comprehension questions and vocabulary exercises for each job. Since these are not detailed job information, Work With Careers should proceed Work Briefs, but should follow the Career Games or Keys. Additional information and answer keys can be found in the teacher's manual for each level.

Recommended Reading Level: Careers A - 4th grade; Careers B - 5th grade; and Careers C - 6th grade.

Point Value: 10 points. Limit: 2 per contract.

Student Activity: Select a folded Job Description and Activity Card on a job which interests you. Read the first page of the Job Description Card and answer the questions at the bottom. Read the rest of the card and answer the questions on the back page. On the Activity Card answer three questions in the section Thinking About What You Have Learned and

three questions in Do You Know the Language of This Career? NOTE: If it says "learn what each word means", you are to write the definition.

Adaptions For Classroom: Each job has a special Activities Card which can be used for group or individual research projects.

Publisher: Harcourt Brace Jovanovich (1975)
757 Third Avenue
New York, New York 10017

Early Career Books

Description: These well illustrated books give very short descriptions of jobs in a related field. These fields include: Agriculture, an Airline, Animal Care, Auto Sales and Service, a Bank, Baseball, the City Computers, Conservation, a Department Store, Education, Football, Hockey, a Medical Center, a Police Department, Printing, a Telephone Company, and a Television Station.

Recommended Reading Level: 4th to 6th grades.

Point Value: 10 points. May be read during silent reading.

Student Activity: Select a book. Read it carefully. Take the book to your teacher and be prepared to answer questions, such as "Which job in this field would you want to do most and why?", "Which job would you least want to do and why?", "What are the job duties of some of the jobs?", and "How do the people doing jobs in this field work together?".

Publisher: Lerner Publications Company (1973)
241 First Avenue North
Minneapolis, Minnesota 55401

Guidance Associates

Career Discoveries

Description: Career Discoveries is a set of five kits: People Who Help Others, People Who Create Art, People Who Organize Facts, People Who Work in Science, and People Who Influence Others. Each kit contains four filmstrips, four cassettes, and a workbook designed to help students understand how jobs which deal with similar skills and interests are related.

Recommended Reading Level: 7th, 8th, and 9th grades.

Point Value: 10 points.

Student Activity: Select a filmstrip/tape. Watch and listen. Do activities from worksheet (selected from workbook).

Adaptions For Classroom: Filmstrips may be shown to entire class and used for a variety of discussion and writing activities suggested in workbooks.

Publisher: Guidance Associates
90 South Bedford Road
Mt. Kisco, New York 10549

Jobs In

Description: These well written books are designed to give students a good understanding of job clusters. The titles in this series are: Jobs in Agribusiness; Jobs in Business and Office; Jobs in Communications; Jobs in Construction; Jobs That Help; The Consumer and Homemaker; Jobs That Save Our Environment; Jobs in Fine Arts and Humanities; Jobs in Health Care; Jobs in Manufacturing; Jobs in Marine Science; Jobs in Marketing and Distribution; Jobs in Personal Services; Jobs in Public Service; Jobs in Recreation; and Jobs in Transportation.

Recommended Reading Level: 7th to 10th grade.

Point Value: 20 points. May be read during silent reading.

Student Activity: Select a book. Read the book carefully. Be prepared to tell which jobs in the cluster interest you and why. Be prepared to compare the various jobs in terms of salary, education requirements, time off, and position in the cluster.

Present an oral report to your teacher.

Adaptions For Classroom: These books are good sources for research papers. They also would provide information for role playing in job clusters.

Publisher: Lothrop, Lee & Shepard Company (1974)
105 Madison Avenue
New York, New York 10016

Activities for Succeeding in the World of Work

Description: This workbook styled book contains a variety of charts, graphs. surveys, questionnaires, quizzes, and forms to give students a realistic view of skills and resources needed in the working world, and practice in reading and completing various types of documents.

Recommended Reading Level: 10th to 12th+ grade.

Point Value: 5 or 10 points, based on length of activity.

Student Activity: Select, with teacher guidance, one of the activities and agree on the points to be given. Do the activity. Have it corrected.

Adaptions For Classroom: Since there are 87 activities in the book, there can be many individual and group assignments created.

Publisher: McKnight Publishing Company (1972)
808 IAA Drive
Bloomington, Illinois 61701

*An Occupational Awareness

Description: Each occupation is covered on a single card called a "mini brief." The brief will cover: Education, Age, Subjects to Study, Method of Entry, Method of Advancement, Occupational Future, Working Conditions, Salary, Number of Hours, Number Employed, Number of Openings Per Year, Personal Qualifications, Related Choices, Fringe Benefits, Advantages, Disadvantages, Duties, Related Choices Defined, and For More Information.

Recommended Reading Level: 5th to 12th grade.

Point Value: 10 points for completion of research.

Student Activity: Use "mini briefs" with Job Exploration and Become An Expert.

Adaption For Classroom: Same as "Student Activity."

Publisher: Occupational Awareness
Box 5098
Los Angeles, California 90055

*Not included on enclosed contract.

The Consumer and the Marketplace

Description: This audio-visual set comes with nine full-color and sound filmstrips. Each is approximately sixty-five frames long and may be used independently or in conjunction with the textbook which is included. A comprehensive teacher's guide provides background materials for your own use.

Recommended Reading Level: 7th to 12th grade.

Point Value: 5 points. Limit: 2 per contract.

Student Activity: Select a film/tape from the kit. After viewing the tape read one chapter of your choice from corresponding booklet. Answer questions in "Gaining Knowledge", "Building Skills", and "Exploring Values" which will be found in the Chapter Review.

Adaptions For Classroom: Each area can be used for group or individual research project.

Publisher: Pendulum Press, Inc.
Saw Mill Road
West Haven, Connecticut 06516

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Career Opportunities

Description: Career Opportunities is a set of four boxes: Science, Social Studies, Mathematics, and Foreign Language which give students information on jobs related to these school subjects. Each box contains an alphabetical list of jobs related to the school subject, a user's guide, and a large number of cards, each on a specific job listing nature of work, relation to discipline, duties and responsibilities, working conditions, educational and personal qualifications, earnings, and advancement, outlook, related careers, and sources of additional information.

Recommended Reading Level: 8th to 12th grade.

Point Value: 10 points.

Student Activity: Select career card. Read the card. Write the title of the job. Write each heading. Write a key sentence under each heading.

Adaptions For Classroom: These kits can be divided up and used in the classes for each of the subjects for extra credit or individual research.

Publisher: Houghton Mifflin Company (1975)
777 California Avenue
Palo Alto, California 94304

Keys S.R.A. Career Exploration

Description: Ten filmstrips with accompanying cassette tapes. The first tape is an overview and explanation of nine fields of career interest. Each of the other film/tapes shows specific jobs within a particular job field. The student should select the film/tapes based on interest in the field.

Recommended Reading Level: 4th and 5th grades.

Point Value: 5 points per film/tape. Limit: 15 per contract.

Student Activity: Film - Overview: 1) List each area of interest. 2) List a job possibility in each area. 3) Name three areas of interest you might want to investigate.
All Other Films: 1) List each job in the film/tape. 2) State one fact about each job. 3) Name at least one job that interests you. State your reasons.

Adaptions For Classroom: Small groups can view the film/tapes and follow with teacher selected discussion questions.

Publisher: Science Research Associates, Inc. (1972)
155 North Wacker Drive
Chicago, Illinois 60606

S.R.A. Guidance Series

Description: These 50 page booklets include: What Employers Want; College, Careers and You; Your Personality and Your Job; School Subjects and Jobs; Finding Part-Time Jobs; How to Get the Job; and Discovering Your Real Interests. They are designed to give good practical information to help the decision making process.

Recommended Reading Level: 7th to 10th.

Point Value: 10 points. May be read during silent reading.

Student Activity: Select a booklet. Read it completely. Take the booklet to your teacher and be prepared to tell at least one important idea from each section. Be prepared to answer other questions.

Adaptions For Classroom: Have students prepare written reports or panel discussions on information in the booklets. Role playing situations can also be developed.

Publisher: Science Research Associates, Inc.
155 North Wacker Drive
Chicago, Illinois 60606

*S.R.A. Junior Guidance Series

All About You

Description: This 38 page pamphlet is divided into the following sections: Who Are You?; Family Tree, Family Life, and You; How You Got That Way; What Do You Need?; How Do You Act?; and Making the Most of You. It is designed to have the students do some serious thinking about themselves.

Recommended Reading Level: 6th to 9th.

Point Value: 10 points. May be read during silent reading.

Student Activity: Read the booklet. Take the booklet to your teacher and be prepared to tell at least one important idea from each section and to answer other questions the teacher may ask.

Adaptions For Classroom: This can be a good source of discussion material.

*Not included on enclosed contract.

*Record Sheet 1

Description: This is a lengthy questionnaire which requires paragraph writing focusing on having the students describe their appearance, personality, abilities, and interests, both in terms of the present and future. For background, it would be helpful (but not mandatory) if they have read All About You.

Recommended Reading Level: 6th to 9th.

Point Value: 20 points.

Student Activity: Give each question careful thought then write a complete answer. Be sure to write complete sentences and give sufficient details. Take the record sheet to your teacher who may ask you to rewrite or complete some parts.

Adaptions For Classroom: The writing activities may be divided and used in several class assignments.

*Not included on enclosed contract.

S.R.A. Junior Guidance Series

High School Ahead

Description: This 40 page booklet is divided into the following sections: About High School; Is High School Different?; What to Study in High School; Getting the Most Out of High School; and Settling Down to High School.

Recommended Reading Level: 6th to 9th.

Point Value: 10 points. May be read during silent reading.

Student Activity: Read High School Ahead. Take the booklet to your teacher. Be prepared to tell at least one important idea from each section. Your teacher may also ask you other questions.

Adaptions For Classroom: The booklet can be reported on in writing. Discussion questions can be developed from the contents.

Record Sheet 5
Record Sheet 6
Record Sheet 7
* Record Sheet 8

Description: These Record Sheets are designed to follow High School Ahead, although this is not mandatory. Record Sheet 5 asks students to list the test results of their abilities and match them with related subjects and activities. Record Sheet 6 asks students to write self descriptions based on the information from Record Sheet 5. Record Sheet 7 asks students to rate their study skills. Record Sheet 8 asks students to relate school subjects to jobs.

Recommended Reading Level: 6th to 9th.

Point Value: Record Sheets 5 and 6 combined are 10 points. Record Sheets 7 and 8 combined are 10 points.

Student Activity: Read each question and answer it completely. Take Record Sheets to your teacher, who may want you to rewrite or complete certain answers.

Publisher: Science Research Associates (1972)
155 North Wacker Drive
Chicago, Illinois 60606

* Not listed on enclosed Contract.

S.R.A. Junior Guidance Series

Your Abilities

Description: This booklet is designed to help students to understand what is meant by abilities and to properly assess their own abilities.

Recommended Reading Level: 6th to 9th.

Point Value: 10 points. May be read during silent reading.

Student Activity: Read the booklet carefully. Be prepared to explain what is meant by abilities and give examples. Your teacher may also ask other questions.

Adaptions For Classroom: The material could be reported on in an oral report or class discussion.

* Record Sheet 2
* Record Sheet 3
* Record Sheet 4

Description: These Record Sheets should follow the reading of Your Abilities, but could be completed independently. Record Sheet 2 asks students to list the things they like to do, their activities, activities they do not like to do, and activities which give them a feeling of accomplishment. Record Sheet 3 asks them to list their activities, the jobs these activities could lead to, and the attitude they would have about these jobs. Record Sheet 4 has students list new activities in which they are interested and give plans for getting involved.

Recommended Reading Level: 6th to 9th.

Point Value: Record Sheet 2 is 10 points, Record Sheets 3 and 4 combined are 10 points.

Student Activity: Read each question and answer it completely. Take Record Sheets to your teacher, who may want you to rewrite or complete certain answers.

* Not listed on enclosed Contract.

S.R.A. Information Kit

Description: This is a file of hundreds of occupational briefs which have been divided into six categories: professional-technical-managerial; clerical and related sales and services; agriculture, fishing, forestry; skilled trades, repair; and production. Students should be guided in selections after some exploration of job fields through some activity such as Job In books, or S.R.A. Job Family booklets. See "Your Career Information Kit and How to Use It" for additional information. Each occupational brief is four pages which the students are asked to outline.

Recommended Reading Level: 7th and 8th grades.

Point Value: 10 points. Limit: 2 per contract.

Student Activity: Find the general job field in which you are interested. Look at specific jobs in that field. Select an occupational brief. Prepare an outline of the brief listing the boldface black headings as Roman numerals. Give at least two major supporting statements marked with capital

letters. Details should be labeled with Arabic numerals (again, at least two).

Example:

CHEMICAL ENGINEERING

I. Background

A. Chemical Engineering is a comparatively young profession.

1. Feeble beginning prior to World War I.

2. American Institute of Chemical Engineering founded in 1908.

B. It is a rapidly growing profession.

1. There are presently 50,000 chemical engineers in the United States.

2. Most are employed by chemical and petroleum industries.

II. What Chemical Engineers Do.

Adaption For Classroom: This kit can be used for a variety of research projects.

Publisher: Science Research Associates, Inc. (1973)
155 North Wacker Drive
Chicago, Illinois 60606

S.R.A. Job Family Series

Description: This is a well written set of 20 booklets, 50 - 60 pages in length. The booklets are on the following job clusters (in some cases, a cluster has been divided into more than one booklet): Technical Work; Marketing and Distribution; Science; Marine Science; Manufacturing; Engineering; Agribusiness and Material Resources; Transportation; Business and Office; Recreation and Hospitality; Public Service; Personal Services; Mechanical Work; Construction; Fine Arts and Humanities; Education; Consumer and Homemaking Education; Health; Environment; and Communications and Media. As the name implies, each booklet covers information on jobs in a particular job family. Once a student has explored the job family, a detailed brief on a particular job can be selected and assigned.

Recommended Reading Level: 8th, 9th, and 10th grades.

Point Value: 10 points. May be read during silent reading, thereby earning additional points. Limit: 2 per contract.

Student Activity: Students should select a booklet and read it. Reporting on the booklet should

be handled like a book report. Teacher and student should then conference on suggested follow up materials, i.e. occupational briefs.

Adaptions For Classroom: Students can select one or more jobs to report on in a research paper. Students can do a comparison study of jobs in the job clusters.

Publisher: Science Research Associates, Inc. (1975)
155 North Wacker Drive
Chicago, Illinois 60606

S.R.A. Occupational Exploration Kit

Description: This kit consists of 400 occupational briefs giving detailed information on specific jobs. However, the unique aspect of the kit is the Occu Scan which asks students to take a critical look at their abilities and interests before selecting a brief. There is a complete Student Record Book which gives detailed instructions for use. Students are required to complete steps 2 - 6 and become familiar with the student book and the Occu Scan. This is a series of colored overlays designed to aid in the selection of jobs which are appropriate to the student's educational goals, abilities and interests. Credit is given for completion of the checklist and Occu Data Sheet.

Recommended Reading Level: 9th, 10th, 11th, and 12th grades.

Point Value: 10 points for completion of steps 2 - 6. Assign at least two to make the preliminary steps worthwhile.

Student Activity: Select a Student Record Book, which will be kept in your folder. Carefully

read the instructions and complete steps 2 - 6. Points will be earned for each occupation for which you have completed each section of the checklist and filled in each section of the Occu Data Sheet.

Adaptions For Classroom: Occu Scan data can be used for a comparison study of educational levels required by jobs in an area of interest, or a study of relationships of language and math abilities to job choices. Occupational briefs can be used as resources for research papers.

Publisher: Science Research Associates, Inc. (1971)
155 North Wacker Drive
Chicago, Illinois 60606

S.R.A. Work Brief

Widening Occupational Roles

Description: This kit consists of several hundred easy to read informational pamphlets on specific jobs. Students select these work briefs on the basis of fields of interest, educational goals, and word and number skills. It would be wise for a student to use this kit after some preliminary investigation of job fields through activities such as Keys, the Career Game, and Careers: A Supplemental Reading Program.

The work briefs are four pages each and there is a one page form to be completed after reading. Further information can be found in "S.R.A. Guide Work - Widening Occupational Roles Kit." The book, S.R.A. Handbook of Job Facts, which lists occupations in alphabetical order, can be used like an answer key for the forms

Recommended Reading Level: 4th, 5th, and 6th grades.

Point Value: 10 points. Limit: 2 per contract.

Student Activity: Take out the Work Scope packet in the front of the kit. Select an interest sheet which reflects one of your interests. Lay the interest sheet on a flat surface. Over the interest sheet place a sheet for how much education you expect to receive. Next, overlay one sheet which best corresponds to your word skill, and one which best corresponds to your number skill. When all the plastic sheets are in place, the numbers which are exposed are the numbers of the work briefs which best reflect your interest, abilities, and educational goals. Select a work brief from those exposed and read it. When you have read the work brief, complete the worksheet, The Job Scene Record Sheet 9.

Publisher: Science Research Associates, Inc. (1972)
155 North Wacker Drive
Chicago, Illinois 60606

The Scott Education Career Awareness Program
(Currently known as Career Awareness Series)

Description: There are eight units containing from 4 to 12 filmstrip/tapes each. The units are entitled: I-Satisfying Basic Needs; II-Work and the Family; III-The Community and How It Functions; IV-The Value of Things; V-Rich and Poor: Ways of Living; VI-Ways of Working; VII-What Do You Want to Be?; VIII-Living in the World of Work. Assign only one unit at a time. (See Contract Chart for recommended assignments). See the Planning and Resource Materials booklets provided for each unit, for a complete list of the objectives of each film/tape. Adjust assignments to individual interests and needs.

Recommended Reading Level: 5th, 6th, and 7th grades.

Point Value: 5 points per film/tape. Limit: 20 per contract.

Student Activity: Read over the questions for the film/tapes. Select and view the one of your choice. Write the answers to the questions on that film/tape.

Adaptions For Classroom: The questions used in the reading lab were prepared especially for it. However, the Planning and Resource Materials booklets provided by the company have many excellent questions for discussion.

Publisher: Prentice Hall Media, Inc.
150 White Plains Road
Tarrytown, New York 10591

S.V.E. Educational Filmstrip With Cassette

Description: The filmstrips are intended to give students the information to guide them in evaluating the job depicted. The filmstrips also outline the necessary qualifications and aptitudes for the job, as well as prospects for success and satisfaction in it. Additionally, the series aims to stimulate the student's own research into related jobs within these occupational areas.

Recommended Reading Level: 7th to 14th grade.

Point Value: 5 points for research or overview.

Student Activity: Select a filmstrip/cassette. Watch and listen.

Adaptions For Classroom: Filmstrip/cassette can be presented to entire class and followed by discussion.

Publisher: Society For Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Career Exploration and Planning
Parts One and Two

Description: This very intellectual hardback text with accompanying workbook is designed to give the advanced student a very informative look at orientation to school and understanding yourself and others. The chapters in these two parts are The Case for Education; The School and You; Decision Making: A Complete Personal Process; Understanding Behavior - Part I; Understanding Behavior - Part II; Exploring Teenage Concerns and Problems; Exploring Your Personal Attributes; and Exploring Your Beliefs and Values. There is a commercial teacher's guide with answers to objective questions.

Recommended Reading Level: 10th to 12th+.

Point Value: 20 points per chapter. Chapter may be read during silent reading.

Student Activity: Read one of the chapters in Part One or Two of the book. Do teacher-selected portions of accompanying workbook.

Adaptions For Classroom: The workbook includes a number of field activities which are well suited

to small groups. Many ideas for discussion are also given.

Publisher: Time Share (1973)
A Houghton Mifflin Company
630 Oakwood Avenue
West Hartford, Connecticut 06110

Career Exploration and Planning
Parts Three and Four

Description: This hardback text with accompanying workbook is designed to give the advanced student a very informative look at Career Development and Coping With Change. The chapters in these units deal with: The Work World; Exploring Occupations; Planning Your Educational Development; Looking, Applying, and Interviewing for a Job; and Coping With Change and People. There is a commercial teacher's guide which contains answer keys for the objective questions.

Recommended Reading Level: 8th to 12th grade.

Point Value: 20 points per chapter. Chapter can be read during silent reading.

Student Activity: Read one of the chapters in Part Three or Four of the book. Do teacher selected portions of accompanying chapter in workbook.

Adaptions For Classroom: The workbook includes a number of field activities which are well suited to small groups. Many ideas for discussion

are also given.

Publisher: Time Share (1973)
A Houghton Mifflin Company
630 Oakwood Avenue
West Hartford, Connecticut 06110

Career Opportunities Boxes

Description: Career Opportunities is comprised of eight boxes of job information associated with eight major disciplines: English, Social Studies, Mathematics, Foreign Languages, Science, Industrial Arts, Business, and Fine Arts.

Recommended Reading Level: 8th to 12th grade.

Point Value: No points. For research only.

Student Acitivity: Students can select area of interest for research.

Adaptions For Classroom: Same as above.

Publisher: Time Share
A Houghton Mifflin Company
630 Oakwood Avenue
West Hartford, Connecticut 06110

Desk Top Career Kit

Description: This is a file of career information divided into the following categories of general career information: 000 - 199 Professional Careers; 200 - 249 Clerical Careers; 250 - 299 Sales Careers; 300 - 399 Service Careers; 400 - 499 Farming and Fishing Careers; 500 - 599 Processing Careers; 600 - 699 Machine Trades; 700 - 799 Bench Work Careers; 800 - 899 Structural Work Careers; 900 - 999 Miscellaneous Careers. Students should have had some exposure to career fields through such activities as Career World or S.R.A. Job Family Books, before selecting a field. Each field is then divided into more specific jobs. The job information is contained on cards (Career Summaries) or leaflets (Career Briefs) which the students are to outline.

Recommended Reading Level: 9th, 10th, 11th, and 12th grades.

Point Value: 5 points - Career Summary; 5 points - Career Briefs.

Student Activity: Select a career field. Look through the file for that field and select a specific job. Read the Career Summary or Career

Brief. Outline the information in the following manner: Label each boldface black heading with Roman numerals. Find at least two supporting statements which are to be labeled with capital letters. Supporting details should be labeled with Arabic numbers.

Example:

INTERNAL REVENUE AGENT

I. History and Importance

A. Taxes are not new to government.

1. Common practice - ancient civilizations.

2. Many forms levied throughout the centuries.

B. In modern societies administration of tax collection is complicated.

1. Specialized training.

2. 60,000 people employed by United States Federal government.

Publisher: Time Share
A Houghton Mifflin Company
630 Oakwood Avenue
West Hartford, Connecticut 06110

CAREER EDUCATION

OBJECTIVES

CAREER EDUCATION OBJECTIVES

Career Education is such a diversified and complex field that it becomes necessary for programs to define terms, set goals, and specify objectives in order to understand just what experiences and concepts need to be communicated to students.

The Career Education ESEA Title IV-C project of the Ontario-Montclair School District had adopted a working definition of Career Education as "the pragmatic relationship between the real world aspirations of students and what actually goes on in the classroom" and has set forth ten General Terminal Performance Objectives (GTPO's).

Those GTPO's are:

1.0 Students will have been exposed to the various career clusters and will realistically select those clusters related to indivi ual aptitudes, interests and abilities.

2.0 Students will develop a positive attitude toward self and others, attach worth and value to work, and find meaning and direction to life through school experience.

3.0 Students will develop positive attitudes toward work by understanding the contribution work makes to humanity.

4.0 Students will recognize their educational experiences as an integral part of their total career

preparation and development.

5.0 Students will be aware of the basic structure of our economic system, and the freedom we experience therein, through recognition of economic options available to them (within our society).

6.0 Students will, through various experiences such as role playing, teacher and guidance and community resources, become aware of and competent in their role as consumers.

7.0 Students will use career information which will reveal job options available to them in the world of work.

8.0 Students will participate in a program of career exploration which will contribute to personal and career satisfaction.

9.0 Students will participate in the career development process and increase their knowledge of themselves, the world of work, and the society that effects them.

10.0 Students will realize their roles (rights, responsibilities, and privileges) as citizens in a democratic society.

Under each General Terminal Performance Objective, more specific objectives have been identified and a Mastery Level Definition (MLD) has been written for each. It is to these

specific objectives that the Career Education Reading Program is keyed. In some instances, the reading curriculum includes activities which meet the Mastery Level Definitions. These are noted by MLD. In other cases, the curriculum provides activities which work toward the objective and need to be supplemented by other curricular experiences in order to meet the mastery expectation. No MLD is listed for these objectives.

How To Use This Key

The specific Terminal Performance Objectives, with which the reading program is concerned, are listed in terms of the general objective concepts. The Mastery Level Definition is also listed, if the reading materials can meet the specific definition. Following the objective and/or MLD is a list of numbers. These numbers correlate with the numbers on the "Materials Key for Coordinating Reading Skills with Career Education Objectives." On that list one can obtain the names of the materials and then use the appropriate teacher's guide for their use in a reading program.

There may be many more commercial and teacher-prepared materials which will meet these same Career Education objectives. These lists reflect only the materials used successfully in the reading program at Imperial Junior High School in the Ontario-Montclair School District.

CAREER AWARENESS

1.1 Students will become familiar with fifteen job clusters.

Materials: 22, 28, 30, 32, 37, 44, 46, 59.

1.2 Students will identify specific jobs within career clusters.

Materials: 22, 28, 32, 37, 44, 59.

1.3 Students will relate specific jobs to the three categories of work with (a) people, (b) ideas, and (c) things.

Materials: 20, 37, 52.

1.5 Students will evaluate selected occupations in terms of education needed, tools, setting, and products or services.

Materials: 23, 36, 37, 48, 59.

1.7 Students will identify with workers in at least two occupations.

Materials: 13, 22, 23, 26, 37, 50.

SELF-AWARENESS

2.1 Through a self-awareness program students will develop a positive self-concept that stresses responsibility and realization of work as a means of accomplishment.
MLD - Students will demonstrate a positive self-concept through a self-awareness program stressing responsibility and the realization of "work" as a means of accomplishment.
Materials: 1 - 16.

2.2 Students will recognize the importance of establishing personally satisfying goals.
Materials: 13, 14, 23, 28, 37, 38, 39, 52.

2.3 Students will develop a set of workable values unique to themselves.
Materials: 13, 20, 23, 37, 52.

2.4 Students will list positive personal characteristics.
Materials: 13, 14, 19, 38, 42, 54.

2.5 Students will realistically assess and list their interests, abilities, and other self-characteristics and relate them to suitable careers within career clusters.
Materials: 19, 23, 26, 48, 50

2.6 Students will identify relationships between their abilities, interests, traits, attitudes, values, and

their present performance.

Materials: 13, 14, 25, 37, 38, 40, 54.

2.8 Students will demonstrate the development of self-understanding and identify through a program of oral and written evaluation.

Materials: 25, 37, 38, 40, 54.

2.9 Students will be aware that their future place in society will influence both the nature and structure of that society. MLD - Students will demonstrate the awareness of their future role in society through a program of oral and written evaluation.

Materials: 13, 14, 20, 29, 37.

2.11 Students will become aware of the interrelationships between occupations, standards of living, and personal fulfillment.

Materials: 13, 37, 44, 48, 50, 56.

ATTITUDE DEVELOPMENT

3.1 Students will demonstrate positive attitudes toward employment.

Materials: 17, 18, 23, 26, 28, 30, 36, 46, 50.

3.5 Students will become aware of degrees of satisfaction derived from different kinds of work.

Materials: 17, 28, 30, 36, 37, 46, 48, 59.

EDUCATION AWARENESS

4.1 Students will recognize the relationships between curriculum and career goals.

Materials: 15, 20, 22, 23, 30, 44, 46, 47, 48, 50, 54.

4.2 Students will be aware of the changing job market and the necessity for continuous training or education.

Materials: 17, 30, 36, 48, 59.

4.4 Students will demonstrate expected proficiency in reading, writing, communications, and computations skills which would enable them to perform necessary functions in career areas as measured by standardized tests.

Materials: All materials as used to improve CTBS test scores.

ECONOMIC AWARENESS

5.3 Students will demonstrate an understanding of our interdependent society.

Materials: 22, 28, 30, 36, 52.

CAREER ORIENTATION

7.1 Students will evidence an awareness of many kinds of job options as demonstrated by teacher observation.

Materials: 30, 36.

7.2 Students will evidence an understanding of job families or job clusters.

Materials: 22, 28, 30, 36, 59.

7.3 Students will demonstrate their awareness of contrasting occupations within job clusters as measured by oral and written activities.

Materials: 22, 28, 30, 36, 59.

7.4 Students will demonstrate their awareness of the effect of types of occupations and levels within the occupation on leisure time as measured by oral and/or written activities.

Materials: 22, 23, 28, 36, 44, 46, 48, 50, 52, 59.

7.6 Students will demonstrate an awareness of job training requirements as measured by teacher designed activities.

Materials: 22, 23, 26, 28, 30, 36, 44, 48, 50, 59.

CAREER EXPLORATION

8.1 Students will evidence an awareness of job clusters in accordance with their abilities and interests as measured by teacher-directed activities.

Materials: 15, 16, 25, 28, 30, 36, 44, 56, 59.

8.3 Students will demonstrate an awareness of one job cluster and the entry level skills for one of its occupations as measured by classroom activities.

Materials: 22, 25, 28, 30, 36, 44, 59.

8.4 Students will demonstrate a knowledge of one specific career in terms of amount and type of education needed at entry level, physical and personality requirements of the job, job duties, responsibilities, working conditions, job benefits, and job outlook.

Materials: 22, 25, 28, 30, 36, 44, 59.

CAREER PLANNING AND DECISION-MAKING

SKILL DEVELOPMENT

9.1 Students will make appropriate decisions utilizing knowledge about self, in formulating career choices.

Materials: 23, 26, 32, 48, 50, 56.

9.3 Students will develop personal career goals and establish criteria as measured by classroom activities.

Materials: 13, 14, 18, 19, 23, 26, 32, 37, 48, 50.

9.5 Students will be aware of changing employment trends, work roles, and job mobility.

Materials: 18, 19, 30, 44.